



2020 ANNUAL REPORT

Department of Building, Housing & Code Enforcement
Regulations for the Protection of Public Health, Safety and Welfare



Staff

Kevin Gore, CFM – Director
Kevin M. Beans – Code Enforcement Officer
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LAND DEVELOPMENT PROJECTS

- 44 West Gay completed construction of the building and plaza. The tenant fit-outs for floors 2 through 4 have been completed and those spaces are occupied. Sedona Taphouse, the first-floor tenant on the Gay Street side, has begun their fit-out and should be completed by Spring 2021. A tenant has not leased the Church Street side of the first floor yet.
- Providence Church has completed their building addition and site improvements. All inspections have been conducted and the land development will be closed out once all administrative procedures are finalized. This land development project, through review by the Building and Housing Department, the Planning Commission, and other various departments, has resulted in a much-improved gateway into the Borough along the Hannum Avenue corridor.
- Barclay Friends completed the expansion of their facility. All inspections of the building and the site were completed, and a certificate of occupancy was issued. After several site inspections, all deficiencies were corrected, and their land development escrow was released. This project has been closed out in its entirety.
- Zukin Hotel land development plans and agreements have been signed and recorded. The Building and Housing Department has issued a demolition permit for the Spence Building only. The demolition of this structure is not in its entirety and only consist of removing a portion of the rear for the new addition and renovation of the front façade per the Façade Easement Agreement. Zukin has submitted building plans for the renovation and addition to the Spence Building; however, those plans were denied. A resubmittal will be required for review prior to a building permit being issued. Zukin has not submitted plans for the new hotel yet. A building permit is required to be issued, by ordinance, prior to a demolition permit.
- The Melton Center obtained all building permits for the construction of the affordable housing project at 501 E Miner. Site preparations began mid-November with the installation of erosion and sediment controls and clearing of trees. Construction on this site should continue throughout 2021.

DEPARTMENT ACHIEVEMENTS

- Undoubtedly, 2020 has been a difficult year for everyone in the Borough. Navigating our way through a pandemic is not something we envisioned nor was it easy an easy task. Nonetheless, all departments came together as a team to continue providing services to the residents and businesses of the Borough. While the Building and Housing Department lost two staff members because of the financial constraints caused by the pandemic, the remainder of the staff stepped up and took on the additional workload created by the eliminated positions. In addition to the increased workload for staff, we had to make major adjustments in how business within the department was normally operated. Due to the closure of Borough Hall to the public, we had to develop a process for building permit submissions to continue. All permit application forms are available on the website and we have instructed applicants that all documentation is to be submitted for review electronically. The transition to this process was quite seamless and has been extremely successful.

- Additionally, we made changes to the process for rental registration submissions. All forms are now required to be submitted electronically via a fillable PDF available on the Borough website. Once these forms are received, they are attached to the property file. The change in this process saves approximately \$1,500 per year in printing and postage costs as these forms no longer need to be mailed.
- The Department has worked throughout the year with a taskforce to complete a comprehensive update of the Borough's Zoning Code, the first since 1989. This update is based on recommendations from the Borough's comprehensive Plan. A complete draft of the update was completed in November of this year and will be presented to Borough Council for consideration. Barring any unforeseen issues or concerns with the update, the goal is to have the zoning code adopted no later than April of 2021.

General Building and Housing Summary

	<i>December 2019</i>	<i>December 2020 (Covid-19)</i>	<i>YTD 2019</i>	<i>YTD 2020</i>
• Dwelling Units Inspected (Rental)	166	38	5823	2953
• Building Inspections Conducted	59	24	969	313
• Violation Notices Issued	10	10	1193	466
• Complaints	2	7	193	73
• Citations	1	4	236	81
• Permits Issued	42	28	611	420
• Snow Tickets Issued	0 (New 2019)	61	61	63
• Trash Tickets Issued	0 (New 2019)	68 Total Ticket Amount Collected: \$750.00	0	630 Total Amount YTD: \$13,850
• Points Letter Sent	--	1	11	21
• Permit Revenues	\$21,273.50	\$11,023.50	\$713,133.50	\$390,775.00